



## 2021 MIYHS – Survey Administration Instructions for Teachers (for paper survey administrations)

### Prior to Survey Administration:

1. Look through the survey materials to make sure that you have the following:
  - '2021 MIYHS — Classroom Script' document
  - An envelope with a 'Classroom Summary Information Form' label on the front showing the teacher's name and contains all the surveys for your classroom, also used to collect the completed surveys
  - Survey booklets (5<sup>th</sup>/6<sup>th</sup> grade) or questionnaire booklets with attached answer sheets (7<sup>th</sup>-12<sup>th</sup> grade)
    - **Are there enough survey materials for the students in your class, including an extra survey booklet for you to read through and refer to during the survey administration period?** If not, please contact your school's designated MIYHS Coordinator IMMEDIATELY. We have provided your Coordinator with extra surveys.
    - **For grades 7 through 12: For each classroom, do the survey booklets have the same SURVEY CODE on them (for example, MS-A, HS-B, etc.) and does this code match the one listed on the front of the 'Classroom Summary Information Form' Envelope? For online schools, does the survey code on the index card match the online survey code?** If not, please contact your school's designated MIYHS Coordinator IMMEDIATELY.
  - A list of students who cannot participate in the survey due to parental refusal
2. Please familiarize yourself with the '2021 MIYHS — Classroom Script' prior to survey administration.
3. Plan an alternative activity for non-participating students. This activity should be something that students can perform at their desk while the other students are taking the survey, such as reading or working quietly. High participation in the student survey is important to the overall success of the study, so it is important that you select a neutral alternative activity so students are not discouraged from participating in the survey.
4. Verify that your class seating is arranged so that students cannot see each other's answer sheets.
5. Reserve the whole class period (about 45 minutes) on the selected survey date so that your students have time to finish the survey without feeling rushed.

### During Survey Administration:

1. The '2021 MIYHS — Classroom Script' document must be carefully and clearly read **word-for-word** to your students at the beginning of the class period.
2. Visibly display the SCHOOL ID and CLASS ID codes (**these are written on the 'Classroom Summary Information Form' on your class envelope**) so that students can fill in the correct codes on their surveys. This is essential: otherwise, your school runs the risk of its surveys not being processed correctly.

3. If students have questions about the survey, please give them the following contact information:
  - ✓ Korey Pow, Maine Center for Disease Control & Prevention, at Korey.Pow@maine.gov or 207-287-5084;
  - ✓ Jean Zimmerman, Maine Department of Education, at Jean.Zimmerman@maine.gov or 207-215-6841; or
  - ✓ The USM Human Protections Administrator,\* at usmorio@maine.edu or 207-228-8434.

*\* Please note that the USM Institutional Review Board has reviewed and approved this study to make sure that students' and parents' rights are protected.*
4. Provide students with contact information (name, office #, and/or phone number) of the school's substance use counselor and/or guidance counselor and the State Crisis Hotline (1-888-568-1112). You should refer students to these resources to discuss additional questions or concerns regarding issues raised by the survey.
5. Encourage students to use **pencils** so that they can change their answers if needed. Please note, however, that **blue or black** ink is also acceptable. Do not have students use magic markers or felt-tip pens of any color OR red, pink, orange, or yellow ink of any kind as these colors will not be read by the scanner.
6. Please remain at the front of the classroom while students are completing the survey. It is important that the students feel comfortable and that no one will see their answers to survey questions.
7. Please refer to the '2021 MIYHS — Classroom Script' document as to how to answer students' questions. Keep a blank survey booklet on hand so that you will not have to look at a student's survey to answer specific questions.
8. Complete the 'Classroom Summary Information Form', which is on the front of your class envelope. ***This information is very important to ensure the validity of the data.***
9. Students should work quietly at their desks when they are finished with the survey. It is okay if a student does not finish in the allotted time. Their survey should be collected with the rest of the completed surveys.
10. At the end of class, pass around the classroom survey packet envelope provided and ask students to place their completed survey booklets (5<sup>th</sup>/6<sup>th</sup> grade) or detached answer sheets (7<sup>th</sup>-12<sup>th</sup> grade) inside. **(Note: For 7<sup>th</sup>-12<sup>th</sup> grade classes, do not send back the survey booklets.** This will help keep return mailing costs and processing time to a minimum.) Please monitor this process to ensure that students do not take any answer sheets/surveys out of the envelope as it goes around the room. **Instruct the last person in class to seal the envelope before returning it to you.**

#### **After Survey Administration:**

At the end of the class period, please return the classroom survey packet envelope containing all the students' survey booklets (5<sup>th</sup>/6<sup>th</sup> grade) or answer sheets (7<sup>th</sup>-12<sup>th</sup> grade) to the safe and confidential location that your school's MIYHS Coordinator has designated. **(Note: For 7<sup>th</sup>-12<sup>th</sup> grade, recycle the survey booklets that have had their answer sheets torn out.)** Make sure that blank survey booklets are set aside and labeled with the School ID Code and Class ID Code for the absent students. You should either give those surveys to your school's MIYHS Coordinator or hold on to them for the absent students (this will depend on how your school has decided to follow up with absentee students).

**Thank you very much for your participation in the 2021 MIYHS!**

PLEASE CONTACT YOUR SCHOOL'S DESIGNATED MIYHS COORDINATOR WITH ANY QUESTIONS.